

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

January 14 - [City Council Meeting Agendas](#)

Looking Ahead

Tuesday, December 24: City offices closed, Transit cancelled

Wednesday, December 25: City offices closed, Transit cancelled, Courts closed, yard waste collection cancelled

Wednesday, January 1: City offices closed, Transit cancelled, yard waste collection cancelled

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Happy Holidays from the City of Winchester!

City Manager's Takeaways

Council held a special joint meeting with the Winchester School Board to prepare for the upcoming school board member election process and to get an update on the Winchester Public Schools capital projects and equity programs.

Provided a presentation about civility and the Dillon Rule to the Chamber Leadership Class.

Assistant Parks & Recreation Director Matt Little's last day was December 20.

The Week In Review will not be distributed for the week ending December 27 due to the Christmas Holidays.



Public Safety

Winchester Police

- Conducted SWAT training.
- Attended Tow Board, First Night Winchester, and Drug Court meetings.
- Completed weapons maintenance.
- Finalized accreditation filed for term 2 that ended December 13.
- Finalized draft of policy 1-17 and proposed new policy.
- Met to discuss recruitment efforts for the upcoming hiring process.
- Reviewed and approved 8 taxi companies.
- Attended Neighbors by Ring training.
- Arranged check presentation from the Strength and Honor Motorcycle Club and the Top of Virginia Regional Chamber.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 10
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes - 24

Winchester Fire and Rescue

- Completed Advanced Life Support Clearance Scenario and cleared Ben Smith as an EMT-Paramedic.
- Attended EMS Council Executive Committee Meeting.
- Lead Battalion Chief and Lieutenant Officers Meeting. Leadership presentation – Risk Management.
- Attended Safety Officer Specific course in Manassas.
- Conducted CPR recertification class for Emergency Communications.
- Representatives from Fire Facilities visited the training center to speak with contractor.
- Completed hiring process for part-time Logistics position.
- Planned recruit class starting February 10, 2020. There are 7 firefighter/EMT positions open with 4 applicants in polygraph/background phase.
- Completed highlights for annual report.
- Attended First Night Winchester Planning Meeting.

Police Activity	#
Calls for Service	771
Crash Reports	18
DUI/DWI	4
Alarms/False Alarms	21/21
Directed Patrols	54
Directed Patrols (OTW)	6
Extra Patrols	177
Extra Patrols (OTW)	1
Traffic Citations	36
Traffic Warnings	52
BWC requests	-
Special Events Permits Received/ Approved	1/1 73 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	89
Hazardous Cond.	3
Service Call	11
Mutual Aid Given	5
Good Intent	2
False Alarms	2
Special Incident	0
Plan Review	2
Reinspections	5
Inspections	4

Emergency Management

- Met with Social Services to discuss ESF#6 – Mass Sheltering.
- Traveled to the National Weather Service in Sterling with personnel from Public Works to gain winter weather prediction education.
- Met with the Geographic Information System Coordinator to discuss the new Emergency Management dashboard.
- Continued to review and edit the Emergency Operations Plan.
- Provided Emergency Management support for the winter weather events.
- Met with Lantz Construction and Fire Facilities representatives to discuss construction issues with the Fire and Rescue burn building.

Development Services

Planning

- Staffed the December 17 regular Planning Commission meeting. Public hearings for three Conditional Use Permits (CUPs) and one Zoning Text Amendment were held. The Commission recommended the following:
 - CUP-19-834: Request for a Short-Term Rental at 346 Virginia Avenue- unanimously forwarded to Council recommending denial
 - CUP-19-838: Request for a dumpster enclosure in the front yard at 1644-1660 S. Braddock Street- unanimously forwarded to Council recommending denial
 - CUP-19-856: Request for a private club (Winchester Baseball batting cages) at 2640 Valley Avenue- unanimously forwarded to Council recommending approval
 - TA-19-598: Request of City to amend Zoning Ordinance provisions for telecommunication facilities- unanimously forwarded to Council recommending approval
- Continued work on the Comprehensive Plan update including additional revisions to the update of Chapter 7 (Housing) and initial update of Chapter 6 (Mobility). Also, started work on drafting updates for Chapter 8-Community Facilities.
- Reviewed minor changes at the Brooks Manor townhouse development site and discussed requirements associated with initial occupancies slated for January 2020.
- Staffed the December 13 Board of Architectural Review meeting.
- Planning Director participated in the Planners panel during the Chamber Leadership Program's annual Government Day.
- Planning Intern Eric Bittner graduated from Virginia Commonwealth University with his Bachelor's degree in Urban and Regional Planning. He will continue employment with the City as a part-time intern working on updating the Comprehensive Plan.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Economic and Workforce Development

- Participated in the Workforce Initiative Board meeting with regional workforce development partners.
- Held annual Economic Development Authority board meeting; discussed recent dialogue with realtors on market trends.
- Participated in Northern Shenandoah Valley regional talent attraction conference call.
- Met with developer interested in pursuing mixed use projects in Winchester.
- Continued working with development partner on bringing the Kent/Piccadilly project to fruition.

Arts and Vitality & Old Town

- Began visioning and planning for 2020 Farmers Market season.
- Coordinated a successful Holiday Market during Holly Jolly despite rainy weather.
- Prepared for monthly Old Town Advancement Commission (OTAC) meeting on January 2.
- Assisted 1 tourist and 7 locals at the Old Town Welcome Center.
- Drafted Memorandum of Understanding documents for community art projects.
- Worked with regional partners and city staff on mural concepts within the Old Town area.
- Attended 2020 project overview meeting between OTAC staff and Old Town Winchester Business Association president.

Winchester/Frederick County Tourism

- Continued work with a map designer to redesign and improve our local tear-off maps that are heavily used at the Visitor Center and local hotels/attractions. New maps are anticipated to be available by late January.
- Met with new Executive Director of the Shenandoah Apple Blossom Festival and discussed many short and long term ideas for our two organizations to better work together.
- Attended a Winchester Wings & Wheels planning meeting. A draft operations plan was presented and additional offerings/components of the event were discussed.
- Held the December Tourism Board meeting. The detailed FY21 budget request was voted on and approved, and the bylaws update was presented and discussed to be voted on in January. Welcomed new Board member, Gwen Borders Walker.
- Held a Tourism Board Personnel Committee meeting. Discussed details of the proposed new staff hire for FY21 (Visitor Services Coordinator), as well as reviewing all active job descriptions to make sure all verbiage/responsibilities are up to date and accurate.
- Spoke on the economic development panel at the Chamber Leadership Program at Navy Federal during their annual Government Day.
- Pre-recorded the Tourism Tuesday radio segment which will air on The River 95.3 on December 24. Special guests are several local BBQ restaurant owners talking about BBQ in the area as well as the importance of dining local while family are in town over the holiday break.

Zoning and Inspections

- Completed:
 - 49 building permit inspections and issued 34 building permits (\$153,725)
 - 136 code enforcement inspections and initiated 34 new cases
 - 1 new business reviews (1 certificate of business, 0 certificate of home business)
- Removed 0 signs from the public right-of-way (YTD=379)

Permit #	Type	Address	Description	Value
19 00004274	MECH	325 W BOSCAWEN ST	REPLACE A/C & FURNACE	\$6,500
18 00000138	NGAS	1600 AMHERST ST	REPLACE ROOF TOP UNIT	\$0
19 00000617	ELEC	1 W GERRARD ST	SERVICE CABLE	\$5,000
19 00000796	ELEC	1 W GERRARD ST	SERVICE CABLE	\$5,000
19 00002186	ELEC	685 SELDON DR	FIRE DAMAGE REPAIR	\$12,000
19 00002331	MECH	12 16 S BRADDOCK ST	NEW HEAT PUMP/AIR CONDS.	\$6,600
19 00002942	ELEC	550 SELDON DR	REMODEL	\$4,500
19 00003201	ELEC	14 S BRADDOCK ST APT 2	REMODEL	\$3,000
19 00004041	MECH	318 GEORGE ST	REAPLACEMENT HEAT PUMPS	\$15,000
19 00004152	DECK	104 LAMBDEN AVE	NEW DECK	\$600
19 00004253	ELEC	361 E PICCADILLY ST	UG SVC UPGRADE	\$3,500
19 00004254	ELEC	361 E PICCADILLY ST	REWIRE ONLY	\$8,500
19 00004266	ELEC	14 S BRADDOCK ST APT 2	HOUSE PANEL	\$1,000
19 00004300	BLDG	133 LAMBDEN AVE	4 BEAM BRACES	\$8,000
19 00004317	BLDG	520 DUNLAP ST	BATHROOM REMODEL	\$10,000
19 00004317	PLBG	520 DUNLAP ST	REPLACEMENT FIXTURES/ PIPING	\$1,000
19 00004319	BLDG	701 FORT COLLIER RD	REPLACE DRYWALL	\$700
19 00004319	PLBG	701 FORT COLLIER RD	REPLACE PIPING	\$100
19 00004322	MECH	795 JOHNSTON CT	REPLACEMENT FURNACE	\$3,400
19 00004327	MECH	2701 PAPERMILL RD	NEW MINI-SPLIT SYSTEM	\$5,500
19 00004329	NGAS	1631 NESTER DR	NEW RANGE	\$250
19 00004330	NGAS	141 N WASHINGTON ST	REPLACE GAS BOILER	\$0
19 00001903	PLBG	1829 HANDLEY AVE	NEW FIXTURES	\$3,500

Permit #	Type	Address	Description	Value
19 00004301	DEMO	2260 VALLEY AVE	DEMO OF CANOPY	\$7,500
19 00004320	NRRM	25 W PICCADILLY ST	REMOVAL OF TOP OF CHIMNEY	\$1,000
19 00004331	NGAS	125 MORGAN ST	CONVERT FURNACE FROM LP TO NG	\$600
19 00004332	NGAS	18 20 E GERMAIN ST	ELEC TO GAS WATER HEATER	\$300
19 00004332	PLBG	18 20 E GERMAIN ST	ELEC TO GAS WATER HEATER	\$1,200
19 00004039	NGAS	1460 UNIVERSITY DR	NEW FURNACES	\$5,000
19 00004291	ELEC	1415 AMHERST ST	ADD 3 CIRCUITS	\$3,375
19 00004292	ELEC	401 COURTFIELD AVE	2 A/C UNITS	\$1,000
19 00004293	ELEC	300 WESTMINSTER CANT DR	LED LIGHTS	\$600
19 00004294	ELEC	318 GEORGE ST	HEAT PUMP	\$15,000
19 00004295	ELEC	109 ACADEMY LN	SOLAR ARRAY 19-4247	\$14,500
Total: 34				\$153,725

Parks & Recreation

- Held Parks Advisory Board meeting on December 16.
- Continued repairs at the outdoor pool.
- Finalized issues and continued work on maintenance facility.
- Met to discuss parking and traffic for the Shenandoah ballfields proposal with City Manager and Public Services which will be presented to Council during the January 14 meeting.

Public Services

- Responded to the winter weather event early on Monday, December 16.
- Met with Shenandoah University, Parks and Recreation, and the City Manager to discuss traffic and parking impacts associated with the proposed baseball field improvements at Jim Barnett Park and collected new traffic counts on Cork Street.
- Met with the contractor to review progress on the N. Cameron drainage improvements project. The installation of the new storm drain pipe is progressing but has been slowed due to the rock being encountered.
- Met with Shenandoah Valley Electric Cooperative to discuss potential impacts of small cell installations on their poles.
- Continued working with Shentel to ensure that property restoration is being completed properly following the installation of fiber optic lines in multiple areas within the City.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	6,703
Water service lines replaced (number)	0	368
Water meters replaced (number)	84	3,038
Sanitary sewer mains replaced/lined (linear feet)	0	5,900
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	1	41
Sidewalks replaced (linear feet)	680	34,936
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	.42	13.35	Lane miles
	Potholes repaired	0	192	#
	Mowing	0	373.25	Acres
	Miles of streets swept	31.90	2,588.13	Miles
	Tons of leaves hauled	19.50	371.56	Tons
Trees	Dead/diseased trees removed	4	245	#
	Trees trimmed	0	580	#
	Stumps removed	0	240	#
Traffic	Street signs Installed/replaced	6	398	#
	Pavement markings repainted (City)	0	11,210	Linear feet
	Pavement markings repainted (contractor)	10,634	637,364	Linear feet
Refuse & Recycling	Refuse collected	123.36	6,330.18	Tons
	Recycling collected	39.43	2,362.01	Tons
	Large item pickups	3	206	#
Transit	Total passengers	2,385	132,142	#
	Revenue miles pick up/drop off	3,837	188,057	Miles
	Revenue hours pick up/drop off	359.83	17,350.14	Hours
Utility billing	Payments processed	1,252	70,821	#
	New bills mailed out	4,093	72,395	#
	Water services turned off (non-payment)	0	515	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	5.56	6.16	Million gallons/
	Peak daily water demand	5.89	7.74	day
Wastewater treatment plant	Average daily flow treated	6.64	7.96	Million gallons/
	Peak daily flow treated	8.25	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	2	27	#
	Water meters read	1,134	75,081	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	2,609	132,717	Linear feet
	After-hours call outs	2	338	#
Engineering	Site plans reviewed	5	141	#
	Floodplain permits issued	2	117	#
	Utility as-builts reviewed	2	12	#
	Right-of-way permits issued	19	261	#
	Land disturbance permits issued	0	13	#
	Stormwater facility inspections	0	200	#
	Erosion and sediment control inspections	28	1,972	#
	Erosion and sediment notices to comply	0	21	#
Facilities Maintenance	Work requests completed	12	1,032	#
	Special events assistance	1	47	#
	Maintenance of pedestrian mall	34	1,638	Staff hours
Equipment maintenance	Total repairs completed	60	3,815	#
Winchester Parking Authority	Work requests completed	7	383	#
	Special events - assistance provided	0	15	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	1	250	#
	Monthly rental cancellations	0	159	#
	Total monthly leases in all autoparks	+1	1,137	#
	Available monthly spaces in all autoparks	-1	275	#
	Hourly parkers (all four garages)	3,602	142,572	#
	Park-Mobile transactions	850	36,334	#
	Meter violations	174	9,807	#

Social Services

- Received 116 Benefit Program applications: 16 SNAP, 84 Medicaid, 4 TANF, 1 VIEW, 0 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 7 Home Energy Assistance Program
- Provided case management to:
 - 3,755 Medicaid cases
 - 1,516 SNAP cases
 - 59 TANF cases
 - 20 Auxiliary Grant cases
 - 22 individuals receive VIEW services
 - 53 families/97 children receive Child Care Subsidy Assistance.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) cases.
- Attended various trainings and events:
 - 2 Family Services Specialist attended Understanding Domestic Violence Training in Warrenton, VA.
 - 1 Family Services Specialist attended Advanced Interviewing: Motivating Families for Change in Warrenton, VA.
 - Staff attended the Adult Services and Adult Protective Services Regional Supervisor's Meeting in Warrenton, VA.
 - 1 Benefits Program Specialist attended a Family and Children's Medicaid training in Warrenton.
 - Staff attended the Virginia Department of Social Services' Child and Family Services Review Program Improvement Plan meeting in Richmond, VA.
 - Continued collaborations between the Finance team and Family Services Supervisors on expenditure projections for our Children's Services Act (CSA) budget.
 - Submitted the FY20 Respite Mid-Year Report to the Virginia Department of Social Services, which is required on a bi-annual basis. This report captured expenses paid between June and November 2019 to approved and licensed foster homes for youth receiving respite care.
 - Completed the agency's office renovation, resulting in two new office spaces and a conference room ready for use.

Weekly Activity	#
Clients walk-ins/drop-offs	95/79
Child Protective Service referrals	4
Placed "on notice" for foster care entry by JDRC	8
Children in foster care	56
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	60/0
Child Protective Service (CPS) case management load	49
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/2/100

Weekly Activity	#
CPS family assessments & investigations of alleged maltreatment	96
Family Service intakes	9
Adult Protective Service referrals	3
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	21/3
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	1

Support Services

Innovation & Information Services

- Worked on program to convert to PTO and Medical Leave after year end rollover.
- Created draft dashboard for Emergency Management for use in the Emergency Operations Center.
- Configured Portal to access “Living Atlas” content from City’s public ArcGIS online account. This gives user access to web services created by ESRI (basemaps, real-time weather, traffic, etc).
- Created 5 maps for WPD for use in training manual. Maps were streets overlaid on top of ward boundaries.
- Sent draft maps of updated rental district maps to Planning and Inspections to review.
- Updated snow route maps and snow route data in both primary and web databases.
- Published web mapping service for Public Works to be consumed by GeoTab in their map interface. Requested data in service was E911 address points, streets, and snow routes.
- Beginning to analyze parcel data to generate the percentage of various land uses for Fire and Rescue consultant.
- Began configuration and testing of Timbrook Public Safety Center array.

Help Desk Requests	Count	Closed
Account Management	5	4
Applications	24	49
GIS	7	4
Hardware	9	18
Information Only	3	8
Infrastructure	3	3
No Action Required	12	16
Not Assigned	17	0
Procurement/Disposal	0	0
Reporting	1	2
Research	1	3
Total	82	107

Communications

- Distributed the December 18 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 4 inquiries for WPD.
- Gathered footage and continued editing the Mayor's video 2019 annual report.
- Completed 15 Adobe After Effects online class lectures.
- Designed cover art for and uploaded all [Winchester 101](#) tracks to SoundCloud as an end-of-year recap playlist to celebrate Winchester's 275th anniversary.
- Brainstormed ideas for a new true crime podcast for Rouss Review segment in 2020 with WPD.
- Worked on layout of printed 2019 Annual Report.
- Distributed 2020 informational calendars to all 22601 residences and pick up locations.
- Working with local resident to increase community outreach regarding the 2020 Census.
- Continued promoting the [2020 INSIGHT Citizen's Academy](#). Registration deadline is December 31.
- Attended the [EDA monthly meeting](#) and the [Council/School Board joint meeting](#) in December 17.
- Took photos for an upcoming issue of *Busline Magazine* which will feature an article about WinTran.

311 Requests Received	#
FOIA	4
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	1
Total/YTD	7/549

Date	City Press Releases
12/13	2020 informational calendar to be distributed next week - read
12/17	2019 December and January holiday schedule - read
Date	Articles in <i>The Winchester Star</i>
12/14	Getting ready for a special delivery
	Winchester Airport website ready to launch
	Winchester's 275th Anniversary: Second Kernstown
12/16	Despite rain, downtown's Holly Jolly Celebration a hit
	Doors dressed up for the holidays (photo - City Sheriff's Office)
	City domestic violence suspect arrested

Date	Articles in <i>The Winchester Star</i>
12/18	Taylor restoration loan to be repaid by '20
	No injuries in city school bus crash
12/19	City Council provided with options on School Board elections
	Planners trash request to keep bins in unauthorized location
12/20	Panel advises rejection of short term rental request for private home
	Photo: Christmas party (Jim Barnett Park)